



## **File Room Clerk**

**Solicitation Number:** ADF08HQR0016

**Agency:** African Development Foundation

**Office:** Contracts Office

**Location:** African Development Foundation, Washington, DC

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**Notice Type:**

Combined Synopsis/Solicitation

**Posted Date:**

December 3, 2008

**Response Date:**

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**Synopsis:**

Added: Dec 03, 2008 11:25 am

Solicitation Number: ADF-08-HQ-R-0016

Notice Type: Combined Synopsis/Solicitation

Synopsis: The United States Government, represented by the African Development Foundation, is seeking applications from qualified United States Citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation. Submissions shall be in accordance with this solicitation and at the place and time specified.

Contracting Office Address: African Development Foundation  
Suite 1000, 10th Floor  
1400 I Street, NW  
Washington, DC 20005

Place of Performance: African Development Foundation  
Suite 1000, 10th Floor  
1400 I Street, NW

Washington, DC 20005

Point of Contact: Paul Robinson  
Contract Specialist  
probinson@usadf.gov  
Phone: (202) 673-3916, Ext 123  
Fax: (202) 673-3810

Ladies/Gentlemen:

Subject: Solicitation Number ADF-08-HQ-R-0016 for a Personal Services Contractor

The United States Government, represented by the African Development Foundation, is seeking applications from qualified United States Citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation. Submissions shall be in accordance with this solicitation and at the place and time specified.

Interested applicants must submit: (i) resume; (ii) three references, who are not family members or relatives, providing working telephone numbers and email addresses; (iii) responses to the Knowledge Skills and Abilities (KSA) section and a cover letter highlighting your reason for applying for the position. Include written certification of the date and length of time for which the candidate is available for the position. The resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad, general statements that are vague or lacking specificity will not be considered as addressing particular selection criteria. The applicant's references must be able to provide substantive information about the applicant's past performance and abilities.

ADF reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. Applicants must provide their full mailing address with telephone, facsimile number and email address and should retain for their records copies of all enclosures that accompany their submissions.

Any questions on this solicitation should be directed in writing to Paul Robinson at probinson@usadf.gov.

All application packages are to be submitted to:

African Development Foundation  
Attn: Paul Robinson  
Suite 1000, 10th Floor  
1400 I Street, NW  
Washington, DC 20005

NO ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) Subpart 15.412.

The African Development Foundation anticipates awarding one (1) PSC as a result of this solicitation. This does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by ADF to reimburse costs incurred in the preparation of an application.

POSITION TITLE: File Room Clerk

MARKET VALUE: \$28,379.00 - \$36,898.00 Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and education background.

PERIOD OF PERFORMANCE: Base period of 12 months with 3 consecutive 12-month unilateral Government options

PLACE OF PERFORMANCE: ADF Headquarters, 1400 I Street, NW, Washington, DC

## I. INTRODUCTION

This position is located in the Office of the Chief Information Officer (OCIO). The OCIO is responsible for the oversight, development, and support of ADF information systems, so as to provide reliable access to critical Foundation information. For purposes of this position, this responsibility includes activities in support of grant, cooperative agreement, and audit information including the electronic filing of documents and correspondence pertaining to grant files and maintenance of official grant records (paper files). The contractor will perform both administrative and clerical work.

### A. Major Duties and Responsibilities:

The contractor initiates work and works independently on routine tasks. The incumbent receives new assignments and is provided direction and expectations; work is reviewed during progress and upon completion.

- o Reports to the Chief Information Officer, who assigns and accepts all work performed.
- o Supports the Foundation's primary grant files (paper), including cooperative agreement files and audit files by filing grant documentation and correspondences in a timely manner.
- o Keeps electronic grant files up to date by scanning documents and correspondence into PDF format and ensuring proper placement in the grant e-files.
- o Assists the Foundation in the review, reorganization, and possible archiving of files and records by reviewing the body of files being kept, organizing files to be sent to the Foundation's off-site storage facility, and aiding in "File Clean-up Day" operations.
- o Provides budget tracking support for the OCIO by keeping a spreadsheet of purchase information, including estimated and actual costs and comparing results to budget availability.
- o Back up for Receptionist: Serves as back up receptionist, answering and directing phone calls and greeting and announcing visitors to the Foundation.
- o Facilitates the shipment, tracking, and invoice reconciliation for OCIO overseas equipment. This also includes

support on an as-needed basis for receipt and shipment of equipment.

o Miscellaneous administrative tasks:

- ☐ Overall file/scan room maintenance
- ☐ Assembly of presentation binders and folders including making labels and dividers
- ☐ Document copying.

The contractor will also be assigned to provide administrative and clerical support on an as-needed basis to other offices within the Foundation, including the Office of the President and the Field Operations Division, that relate to the mission of ADF.

#### B. Supervisory Controls:

This position reports to Chief Information Officer (CIO).

#### C. Guidelines:

Guidelines are in the form of ADF policies and procedures. In the event that there is no policy for an assignment, the contractor relies on the CIO for guidance.

#### D. Complexity:

Work consists of different and often unrelated steps that must be carried out to complete assignments. The incumbent uses his/her analytical skills to identify the nature and scope of problems or issues and analyzes factual data. The incumbent determines the appropriate methods and techniques to resolve problems and/or issues.

#### E. Scope and Effect:

The work involves responding to a variety of routine problems, questions, and situations. The incumbent resolves most issues and questions of a routine nature without input from Supervisor. Accurately enters log data and other statistical or numbers.

#### F. Personal Contacts:

Personal contacts include Foundation employees at all levels and the general public.

#### G. Physical Demands:

The work is primarily sedentary. The work may require carrying light objects such as files, books, and papers. No special physical qualifications are required.

#### H. Work Environment:

The work is performed in an office setting.

#### II. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances:

- Contribution toward Health and Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual and sick leave
- And any other negotiated allowable under FAR subpart 31.206.

Federal Taxes: ADF Personal Service Contractors are not exempt from payment of Federal Income Taxes.

#### III. MINIMUM QUALIFICATIONS

The incumbent must:

- a. Have a high school diploma from an accredited institution.
- b. Be fluent in the English language both orally and written.
- c. Have at least two (2) years of experiences in administrative or clerical work which demonstrates possession of the knowledge, skills and abilities required to serve as an office assistant, including all of the following: Ability to organize effectively the flow of clerical and administrative processes in an office; Ability to organize and design a filing system; Ability to locate and assemble information for various reports, briefings, and conferences; and ability to compose non-technical correspondence.
- d. Be at least 21 years of age.
- e. Possess excellent typing and computer skills.

#### IV. LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below maybe required and shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Questionnaire for Sensitive Positions for National Security (SF-86) or  
Questionnaire for Non-Sensitive Positions (SF-85)  
Finger Print Card (FD-258)

#### V. TERM OF APPOINTMENT

The term of the contract will be for one year with two consecutive 12-month unilateral Government options to renew, depending upon continuing need of the services, availability of funds, and satisfactory performance.

## VI. SELECTION CRITERIA/ EVALUATION FACTORS

- a. Experience (30 points): The candidate must have at least two (2) full years of specialized experience that equipped them with the knowledge, skills, and abilities to perform the duties of this position. Specialized experience includes: with little or no assistance organizes and plans the activities of an office; maintains suspense systems to ensure items assigned for action are completed and submitted timely.
- b. Knowledge (30 points): The candidate must be able to demonstrate skill in analysis, problem solving, and writing. Knowledge of administrative concepts and practices needed to maintain a professional office environment and recommend and implement changes in office procedures.
- c. Skills and Abilities (40 points): The candidate must have the ability to plan and organize work and set priorities to meet deadlines. The candidate must be skilled in the operation of personal computers including hardware, operating systems, and software application packages such as Microsoft Word, spreadsheets, graphics desktop publishing, slide presentation, projects management, etc.

## VII. INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

Qualified individuals are requested to submit an application/resume containing the following:

- (1) Personal Information: Full Name; mailing address; email address; day and evening telephone numbers; country of citizenship.
- (2) Education: Names of schools attended (primary, secondary and college or university) along with locations, dates, type of degree received, and major.
- (3) Work Experience: Provide the following for paid and unpaid work experience related to the job for which you are applying (do not send job description): job title, duties, and accomplishments; employer's name and address; superiors name and phone number; start and end dates (month and year); hours per week; salary.
- (4) Other Qualifications: Other pertinent information related to the qualifications required for the position, including job-related skills such as languages and computer skills.
- (5) References: Applicants are required to provide three (3) references with complete contact information including email address and telephone numbers.
- (6) Knowledge, Skills, and Abilities (KSA): A supplemental document which addresses the minimum qualifications and Experience shown in the solicitation. Application must address each KSA separately.

## PROPOSAL SUBMISSION:

A complete application consists of the following:

- 1. Three past performance references. The Offerors shall include complete contact information for all references to include phone numbers and email addresses (ADF reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation).
- 2. Qualified individuals are requested to submit a resume, the resume shall contain at a minimum, Personal Information: full name, mailing address, email address, day and evening phone numbers, country of citizenship. Education: Name of schools attended (primary, secondary and college or universities), locations, dates, type of degrees received and major. Work Experience: Provide the following for paid and unpaid work

experience related to the jobs for which you are applying (do not send job descriptions): job title; duties and accomplishments; employer's name and address, superiors name and phone number, start and end dates (month and year), hours per week, salary. Other Qualifications: Other pertinent information related to the qualifications required for the position; including job-related skills, such as languages, computer skills.

Applicants who fail to submit a complete application shall not be considered.

Offerors assume full responsibility for ensuring that offers and references are received at the place as delineated herein by Tuesday December 23, 2008 by 3:00 p.m. EST. All offers shall be closed and sealed and shall be fully identified on the sealed envelope if delivered via third party carrier or hand delivered. When proposals are hand-carried or sent by courier service, the address for offers is the African Development Foundation, Suite 1000, 10th Floor, 1400 Eye Street, NW, Washington, DC 20005.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line in any cover letter. All applications shall be submitted in a sealed envelope with the solicitation number cited on the outside of the envelope for identification purposes.

Interested offerors may register at <http://www.fedbizopps.gov> to receive notification when the solicitation and any amendments are issued and available for downloading. Please note that the General Services Administration provides the notification service as a convenience and does not guarantee that notifications will be received by all persons on the mailing list. Therefore, we recommend that you monitor the Fedbizopps site for all information relevant to desired acquisitions.

#### METHOD OF AWARD

ADF anticipates awarding one (1) personal services contract as result of the solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation, nor does it constitute any authorization by ADF to reimburse costs incurred in the preparation of an application.

Award shall be made based on the best overall value to the Government. The Contracting Officer (CO) will use the technical merits of each proposal to determine the successful offeror.

#### **Contracting Office Address:**

1400 Eye Street, N.W.  
Suite 1000, 10th Floor  
Washington, District of Columbia 20005

#### **Place of Performance:**

African Development Foundation

1400 Eye Street NW  
Suite 1000 10th. Floor  
Washington , District of Columbia 20005  
United States

**Primary Point of Contact.:**

Paul Robinson,  
Contract Specialist  
[probinson@usadf.gov](mailto:probinson@usadf.gov)  
Phone: 2026733916  
Fax: 2026733810

**Secondary Point of Contact:**

Lottie Plater,  
Contracting Officer  
[lplater@usadf.gov](mailto:lplater@usadf.gov)  
Phone: 2026733916127  
Fax: 2026733810

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**Opportunity History**

■ **Original Synopsis**

Dec 03, 2008  
11:25 am